

**KENTUCKY BOARD OF SOCIAL WORK**  
**MINUTES OF THE BOARD OF DIRECTORS' MEETING**  
**Tuesday April 26, 2016**

A regular meeting of the Kentucky Board of Social Work was held on Tuesday, April 26, 2016, at the board office located at 43-44 Fountain Place, Frankfort KY 40601.

**MEMBERS PRESENT**

Bill Adcock, LCSW, Chair  
Dr. Jay Miller, Vice Chair  
Janice James, LCSW  
Sharon Sanders, LCSW  
Jay Davidson, LCSW  
Sally Rhoads, LCSW  
Hilma Prather, Public Member

**OTHERS PRESENT**

Brian Judy, Board Counsel, Assistant Attorney General

**BOARD STAFF PRESENT**

Florence Huffman, Executive Director  
Lindsay Redman, Staff  
Lisa A. Turner, Staff  
Molly Bode, Intern

**CALL TO ORDER**

Bill Adcock, LCSW, Chair, called to order the regular meeting of the board at 11:15 a.m.

**APPROVAL OF MINUTES**

A motion was made by Sharon Sanders to approve the minutes of the March 22, 2016 board meeting as presented; seconded by Jay Davidson, motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

Florence Huffman, ED

- a. Operations Report for March 2016  
Documents Received and Processed
- Applications received: 117 total
  - Applications approved: 66 total (Clinical exam: 17; Masters exam: 35; Bachelors exam: 14)
  - Initial licenses issued: 34 total (LSW: 4; CSW: 4; LCSW: 5)
  - Supervision contracts: 34 contracts were approved; 10 contracts were deferred due to incomplete contracts (missing job descriptions; weak clinical job descriptions; and lack of required signatures)
  - Reinstatements: 4
  - Temporary Permits: 2 non-clinical permits approved
- b. ASWB
- Ms. Huffman attended the ASWB Mobility Task Force meeting on April 2-3, 2016 (all expenses paid by ASWB) and reported the Task Force will be presenting at the Spring Education Meeting.
  - 2016 ASWB Spring Education meeting will be in Jersey City, NJ on April 28-May 1, 2016. Ms. Huffman will give the Mobility Task Force presentation to the board that she gives at the ASWB.
  - The board agreed that the state and national pass rates for the ASWB Exam can be posted on the website.
- c. Education & Outreach / Technology
- Kentucky Interactive is continuing its work project for the board members' SharePoint site.
  - Kentucky Interactive is close to completing the website design and online applications along with back office updates
  - The staff plans to visit to Secretary of State's office to review document scanning procedures as preparation for the office to move away from paper documents.
- d. Legislative Update
- The application for licensure will now be incorporated by reference into the regulation.
  - Ms. Huffman will work to draft the new regulation for veterans' protections.

**Kentucky Board of Social Work  
Board of Directors Meeting  
44 Fountain Place, Frankfort KY 40601**

**COMMITTEE REPORTS**

Bill Adcock, Chair

- a. Complaint Review: Janice James, LCSW and Bill Adcock, LCSW
  - 16-05, 16-07 and 16-14: The committee recommended dismissal; seconded by Hilma Prather, the board approved the recommendation.
  - 16-09: The committee recommended dismissal; seconded by Sharon Sanders, the board approved the recommendation.
  - A motion was made by Sharon Sanders to draft a regulation that includes a private admonishment as disciplinary action; the motion was amended that a grievance regulation be drafted which includes a clear complaint procedure and timeline and the authority to require a mental health assessment at the Board's expense; seconded by Sally Rhoads, motion carried.
- b. Application Review: Jay P. Davidson, LCSW and Sharon Sanders, LCSW
  - The committee recommended that the application be approved for N. Crenshaw and J. Milby, and the application for K. Stanfield be approved without the requirement to re-take the ASWB exam (continuing education credits obtained during period of expiration); seconded by Sally Rhoads, the board approved the recommendation
  - The committee recommended that J. Auge must re-take the ASWB exam to qualify for licensure (exam taken in 1988 before the ASWB current exam structure and no continuing education credits during period of expiration) and that J. Wilson's job description at the Brook is insufficient without a more detailed description; seconded by Hilma Prather, the board approved the recommendations.
- c. Supervision: Justin Miller, Ph.D., CSW; Sally Rhoads, LCSW; Jay Davidson, LCSW
  - No report for today's meeting.
- d. Continuing Education: Justin Miller, Ph.D. and Hilma Prather
  - No report for today's meeting.

**FINANCIAL REPORT**

Florence Huffman, ED

- a. Report of Expenditures and Revenues
  - March 2016
    - Sum of Revenues: \$29,449
    - Sum of Expenditures: \$33,707
    - Cash Balance: \$465,906
    - Funds transfer from Restricted Fund is anticipated
- b. Travel and Per Diem
  - A motion was made by Hilma Prather to approve board members travel and per diem; seconded by Sharon Sanders, motion carried.

**OLD BUSINESS**

Bill Adcock, Chair

- a. Kentucky Community & Technical College System host sites and dates are in the process of being finalized for the Statewide Suicide Prevention Training.
- b. A motion was made by Janice James that amendments to "**Qualifying Supervision**" regulation 201 KAR 23:070 be deferred for approval of LRC staff amendments received March 22, 2016; seconded by Sally Rhoads, motion carried.

**Kentucky Board of Social Work  
Board of Directors Meeting  
44 Fountain Place, Frankfort KY 40601**

- c. Amendments to the **Continuing Education** regulation 201 KAR 23:075 were filed with LRC and the public hearing is set for May 24, 2016 with public comments accepted until the close of calendar day May 31, 2016.
- d. The 201 KAR 23:055 "Inactive Status" administrative regulation was filed with LRC, public hearing set for May 24, 2016 and public comments accepted until the close of the calendar day on May 31, 2016.

**NEW BUSINESS**

Bill Adcock, Chair

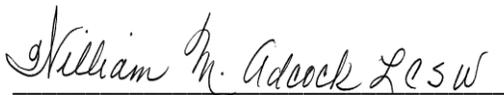
- a. A motion was made by Sally Rhoads to issue request for proposals for contract investigators; seconded by Jay Davidson, motion carried.
- b. Board meeting dates
  - A motion was made by Janice James to hold the June 2016 board meeting on June 21, 2016 instead of the regularly scheduled date of June 28, 2016, and to combine the November and December board meeting into one meeting on December 6, 2016; seconded by Jay Davidson, motion carried.
- c. The question of how a CSW is required to provide the notice letter to their clients was decided that it is sufficient for the notice to be hanged on the wall.
- d. A motion was made by Jay Miller to approve a refund request from Joy Herbert-Neal for a \$25 fee paid in error; seconded by Sharon Sanders, motion carried.

**ADJOURN**

There being no further business to come before the Board, on motion of Bill Adcock, seconded by Jay Davidson, the meeting adjourned at 12:10 p.m.

**NEXT MEETING: 11.am. EST, May 24, 2016, 44 Fountain Place, Frankfort, KY 40601**

Approved:



William M. Adcock, Chair

May 24, 2016